

Date: [Current Date]

To: [Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Formal Request to Close Personal Checking Account

Dear Customer Service Department,

Please accept this letter as a formal request to close my personal checking account effective immediately.

Account Details:

Name on Account: [Your Full Name]
Account Number: [Your Account Number]

I request that the remaining balance in this account, including any accrued interest, be disbursed to me via the following method:

[Select one option and delete the others]

- A cashier's check mailed to my address on file.
- A wire transfer to the following account: [Routing Number] / [Account Number].
- Cash/Check provided in person at the branch.

Please send a written confirmation once the account has been officially closed and the funds have been disbursed. If there are any outstanding fees or requirements to complete this process, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Mailing Address]